

## Software Tips

- Want to convert a PowerPoint file into a SMART Notebook file. You can easily import your PP file into Notebook. Go to *File> Import*, then choose the PP file you want to use.
- Save your work early and often. You don't want all your hard work to go to waste, do you? When you first open up a new Notebook file, give it a name and save it immediately. Then, every so often, as you work on your file, use the keyboard shortcut to save the file. Just press Ctrl and S at the same time to save.
- You can also set up timed saves, so the program will automatically save your file at regular intervals. Go to *File>Timed Save* and choose the options you would like.
- If you are looking to line things up nicely on your slides, there are alignment guides you can enable to help with this. Go to *View> Alignment*, then check the boxes of the alignment guides you want to use. I usually tick all four boxes. Make sure to turn the guides off before you use your presentation in class.
- Use the locking function to control how images can be moved (or not) during a presentation. To lock an item, select it by clicking on it, then go to *Format>Locking* and choose the option you want:
  - Unlocked – Object can be moved and resized.
  - Locked in Place – No movement or resizing possible.
  - Allow Move – Object can be moved but not resized.
  - Allow Move and Rotate – Object can be moved and rotated, but not resized.
- To lock more than one object at a time, select one object by clicking on it, then hold down the control key and click on each remaining object you want to lock in place. Then go to *Format> Locking* and choose your locking option.
- Another way to lock objects in place is with the Ctrl – K keyboard shortcut. Click on the object you want to lock, then hold down Ctrl and K at the same time.
- You can use the grouping function to combine elements (e.g. a graphic and some text) and then manipulate them (move, resize, flip, rotate) as if they were one object. Use the Ctrl key to select multiple elements, then go to *Draw>Group*. You can reverse this by selecting the object and going to *Draw>Ungroup*.
- You can layer graphics (one on top of the other) by using the Order function. You can move an object forwards or backwards by clicking on the object, then going to *Draw>Order*, and choosing the appropriate option.
- The screen shade is a great tool to use when you want to reveal only part of the screen at a time. It can be moved up, down, left or right. The screen shade tool icon can be found on the toolbar and can be toggled on and off as desired.
- If you want to duplicate an object many times, use the *Infinite Cloner* function. Click on an object to select it, then click on the gray arrow in the upper-right corner and choose *Infinite Cloner*. When you drag the object to a new location, the original stays where it is and you get the duplicate to move around. This is easier than copy and paste because you can do it multiple times.